

# JISHNU T JOJO

## HR Specialist & Product Marketing Manager

To be part of an organization where my knowledge and expertise, gained through my education and work experience can be put to use efficiently.



### CONTACT

+971 56 643 2646, +91 94 974 87 591

[jishnutjojo@gmail.com](mailto:jishnutjojo@gmail.com)

Shabiya 9, Mussafah  
Abu Dhabi, UAE

### ACADEMIC CREDENTIALS

#### Master Of Business Administration (HR & Marketing) | 2022

- Mahatma Gandhi University
- Kottayam, Kerala, India

#### Bachelor of Computer Application

- Mahatma Gandhi University
- Kottayam, Kerala, India

#### Higher Secondary

- Board of Higher Secondary Examination, Kerala, India
- O.L.L.H.S.S Uzhavoor

#### SSLC

- Board of Public Examination, Kerala, India
- S.K.V.H.S.S Kurichithanam

#### LinkedIn:

- <https://www.linkedin.com/in/jishnu-t-jojo-aa4069204/>

### AREA OF INTEREST

- Volunteering
- Public Speaking
- Data Analysis
- Team Handling

### SUMMARY

Have 1.5 years of experience in end-to-end Recruitment Processes starting from sourcing, screening, scheduling interviews, client coordination, selection, and follow-ups. As a product marketing manager, outline product marketing deployment timelines, educate other departments on current product messaging, manage the team's product marketing campaigns, and many other marketing activities.

### EXPERIENCE

#### Algomox Pvt. Ltd.

August 2022 – December 2023

#### HR Specialist and Product Marketing Manager

#### Roles and Responsibilities

- Understanding candidates' Implementation and Support experiences in different modules of SuccessFactors and differentiating candidates based on Implementation and Support projects
- Activities involve Sourcing profiles from Naukri/ LinkedIn, Screening candidates based on current demands and Communications skills, proceeding with the candidate for interview by scheduling and coordinating them with the Business or Interview Panel, processing the candidate for the final round, and HR discussion based on positive feedbacks from the interview Panel.
- Handling and Scheduling business calls to understand the current business opportunities
- Coordinating and Supporting businesses to meet their requirements by hiring the right resources.
- Interacting with the hiring managers to understand job requirements and also taking help from candidates to understand the exact specifications.
- Sourcing candidates from different recruitment portals such as (Naukri, LinkedIn, and Company's Portal).
- Briefing candidates about the company as well as the job requirements and screening them based on communication & and basic technical skills and listing them as per the requirement (location, /CTC/Availabilities, etc.).

KEY SKILLS

- Communication
- Team Work
- Analytical Skill
- Leadership
- Negotiation
- Hardworking
- Interpersonal Ability
- Detail Oriented
- Quick Learner
- Time Management

PROJECTS

A Study on employee Retention strategies In the IT Industry, a special reference with TCS, UST, and CTS (MBA Main Project)

Major Project (BCA): Ration Shop Management System

Role: Developer and analyst

LANGUAGES KNOWN

- English (Fluent)
- Malayalam (Native)
- Hindi (Intermediate)

PASSPORT DETAILS

Passport No: T1848350  
Date of Issue: 14/01/2019  
Date of Expiry: 13/01/2029  
Place of Issue: Cochin

REFERENCE

Princy P  
VP of Sales – Algomox Pvt. Ltd.  
Email - princy@algomoxai.com  
Phone - + 91 9886343629

- Mass mailing and posting job requirements on LinkedIn to reach out to the maximum number of candidates.
- Client coordination over emails and calls.
- Maintaining an Excel sheet of shortlisted candidates with their joining details and maintaining a record of contacted candidates for the job opening
- Follow up with the selected candidates till they join the company.
- Assisting the reporting manager daily and during the drive.

Big Bazaar (HR Internship)

- Assisted in recruitment practices for Big Bazaar retail.
- Screening resumes and shortlisting candidates for interviews.
- Taking appointments from the interview panel and scheduling and coordinating interviews with department heads.
- Forwarding resumes and documents of the candidates for HR Discussion

Online Internship at IFORTIS WORLDWIDE as a marketing intern  
10 days internship at LOGON LOGISTICS COCHIN

ACHIEVEMENTS AND AWARDS

- Coordinated and participated in Management Fest - IMPULSO conducted by Santhigiri Institute of Management
- Attended the online training section by a multinational Malaysian university in association with Santhigiri Institute of Management.
- Participated in IT fest conducted by Santhigiri Institute of Management

STRENGTH

- Good communication and efficient interaction
- Ability to put in hard work
- Always possess a positive attitude, motivation, passion
- Good in teamwork and Interpersonal skills

PERSONAL DETAILS

Gender : Male  
Date of Birth : 27/06/1996  
Marital Status : Single  
Nationality : Indian  
Current Address : Shabiya 9, Mussafah, Abu Dhabi, UAE

DECLARATION

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

Place: Shabiya 9  
Date: 12/01/2024

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